

## Attachment A

### Checklist of Required Information

- ☐ 1. Cover Letter
- ☐ 2. PHA Data Form
- ☐ 3. Agency Wide Schedules of Salaries and Positions
- ☐ 4. Copy of Board Resolution Approving Project and COCC Budgets
- ☐ 5. Operating Budgets
- ☐ 6. PHA Organizational Chart
- ☐ 7. Description of How Management Services are Arranged
- ☐ 8. Supporting Line Item Detail for COCC Budget
- ☐ 9. Schedule of the COCC Fees and Charges
- ☐ 10. Descriptions/Example of Process for Monitoring Project Performance
- ☐ 11. Management Plan for Non-Performing AMPs
- ☐ 12. Certification of Long-Term Capital Planning
- ☐ 13. Copy of Current Capital Fund Annual Statement and Five-Year Capital Plan
- ☐ 14. Narrative Asset Management Strategy for Each Project
- ☐ 15. Certification of Compliance with Risk Management Responsibilities
- ☐ 16. Operating Statements
- ☐ 17. Schedule of Flat Rents, by AMP
- ☐ 18. Documentation for Reasonableness of Administrative Costs (applies only to small PHAs implementing alternative asset management model).